



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

27 January 1993


SPECIAL ORDER
NO. 98
Series of 1993

SUBJECT : Authorizing the Attendance of Mr. FRANCISCO ABARQUEZ, Ms. CORAZON M. CAMAT, Ms. NORA C. JAYME, Ms. ESTRELLA B. BILLEDO and M Mrs. JOSEFINA B. TEJANA to a Seminar Workshop on Records Management, Forms Designing, File Classification Guide, Records Disposition Schedule & Development of Records Management Manual on February 13, 1993 at the Manila Hotel.

In the interest of the service and due to the importance of the above subject in Workshop on Records Management, Forms Designing, File Classification Guide, Records Disposition Schedule and Development of Records Management Manual all from the Records Management and Documents Division, are hereby authorized to attend the said seminar on official time.

The participants are authorized to claim seminar fee of ₱700.00 each to cover their snacks and other incidental expenses chargeable against the funds of the Department subject however to the usual accounting and auditing procedures.

This Order takes immediately.


MANUEL E. GONZALEZ, JR.
Assistant Secretary for
Management Services

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